
PAYMENT SERVICES USER MANUAL	1
INVALID ENCUMBRANCE ERROR.....	1
INTRODUCTION	1
WORKAROUND.....	1

PAYMENT SERVICES USER MANUAL

INVALID ENCUMBRANCE ERROR

INTRODUCTION

When you try to enter a BFY 2006 encumbrance on an invoice, you will see an “Invalid Encumbrance” error message. You may notice that Payment Services will populate the encumbrance number and then remove it, and change the **BFY** back to 2007.

WORKAROUND

Normally for an encumbrance, Payment Services ensures that the agency is correct and validates the **Encumb**, **Sfx**, and the **BFY** data fields. However, currently Payment Services is automatically populating the **BFY** with 2007 and using this date in its validation routine. This is causing invalid encumbrance errors when you change the encumbrance to BFY 2006. Once the application errors, it will not save the invoice and can cause several other error messages as well.

The workaround is to:

1. Select **Encumb** in the **Encumbrance** menu.
2. Change the **BFY**.
3. Enter or look up the encumbrance number.

Figure 1 - Encumbrance BFY

The screenshot shows the Payment Services interface. At the top, there are buttons for 'Add Row', 'Clear All Distribution', and 'Undo Updates'. Below these, there is a dropdown menu for 'Encumbrance' with 'Encumb' selected, highlighted by a red box and a circled '1'. To the right is a 'Template' field. Below the dropdown, there is a table with columns: 'Encumb*', 'Sfx', 'BFY', 'Amt', 'Mod', 'Invoice Description', 'IC*', 'R', 'PCA*', and 'Index'. The 'Encumb*' column is highlighted by a red box and a circled '3'. The 'BFY' column is highlighted by a red box and a circled '2'. The table contains two rows of data, both with '2007' in the 'BFY' column. The first row has an amount of '125.00' and the second row has an amount of '600.00'. Both rows have 'diagnostic services' in the 'Invoice Description' column. The 'IC*' column has the value '210' for both rows. The 'R' column has the value '03150' for the first row and '05704' for the second row. The 'PCA*' column has the value '1000' for both rows. The 'Index' column has the value '1000' for both rows.

Encumb*	Sfx	BFY	Amt	Mod	Invoice Description	IC*	R	PCA*	Index
		2007	125.00		diagnostic services	210		03150	1000
		2007	600.00		diagnostic services	210		05704	1000